

To: ADA ESP Branch[]
Cc: []
From: CN=Ann Keeley/OU=ADA/O=USEPA/C=US
Sent: Mon 1/28/2013 5:53:51 PM
Subject: Please Note of Two Meetings on Jan 29, 2013

Dear All,
You have received the most recent version (v 4) of tomorrow's agenda for our visitors on January 24, 2013. Please note of the All-Hands Meeting at 8:00 am in Conference Rooms 1&2 and the ESP Branch Meeting with Cindy at 10:40 am in the VCR.
Please let me know if you have any questions.
Regards,
Ann

----- Forwarded by Ann Keeley/ADA/USEPA/US on 01/28/2013 11:41 AM -----

From: Mary-Sue McNeil/ADA/USEPA/US
To: Janice Gimlin/ADA/USEPA/US@EPA, Pat Bush/ADA/USEPA/US@EPA, Gary Foley/RTP/USEPA/US@EPA, Pat Mallan/ADA/USEPA/US@EPA, Rebecca Foster/ADA/USEPA/US@EPA, David Jewett/ADA/USEPA/US@EPA, Ann Keeley/ADA/USEPA/US@EPA, Steve Hawthorn/ADA/USEPA/US@EPA, Kelly Smith/ADA/USEPA/US@EPA
Date: 01/28/2013 10:45 AM
Subject: meeting rooms

All,
For Tuesday meetings, all Branch meetings will be in the video conference room. The HF/Pavillion meetings will be in Conference rooms 1&2.

For Wednesdays meetings, the VCR is reserved. The 3rd floor conference is also reserved for the afternoon.

Rebecca has submitted work ticket for computers and projectors.

If you need anything else, please let us know as soon as possible.

thanks,
Mary Sue